

VACANCY ANNOUNCEMENT
DOD Administrative Support Assistant

The U.S. Embassy in Amman is seeking an Eligible Family Member (EFM), or a Member of Household (MOH) for employment in country for the position of Defense Attaché Office (DAO) Administrative Support Assistant in the DAO.

OPEN TO: U.S. Citizen Eligible Family Members (USEFMs) or a MOH -All Agencies
POSITION TITLE: **Administrative Support Assistant, GS-08 to GS-10***
OPENING DATE: February 24, 2016
CLOSING DATE: March 9, or Open Until Filled
WORK HOURS: 40 Hrs/Week
LENGTH OF HIRE: WILL BE DETERMINED BY DAO
STARTING DATE: September 1, 2016 or when Top Secret Clearance is adjudicated

*This position is being advertised as a GS-08 through GS-10. If selected, you will be appointed at the grade for which you qualify.

APPLICANTS SHOULD READ THE ENTIRE VACANCY ANNOUNCEMENT

Additional Selection Criteria

* Position grade to be confirmed by DOD Washington based on applicant's qualifications

NOTE 1: ONLY APPOINTMENT OF ELIGIBLE FAMILY MEMBERS AS DEFINED BY 3 FAM 8210 OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO MISSION AMMAN UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION.

NOTE 2: AN AEFM MUST BE AT LEAST AGE 18, MUST BE ON DIRECT HIRE EMPLOYEE'S TRAVEL ORDERS, AND RESIDING AT POST. HE/SHE MAY APPLY FOR THE JOB PRIOR TO ARRIVING AT POST; HOWEVER, TO BE CONSIDERED FOR THE JOB, HE/SHE MUST BE IN COUNTRY BY THE TIME THE JOB IS EXPECTED TO BE FILLED. A U.S. CITIZEN EFM MUST BE ABLE TO OBTAIN AND HOLD A TOP SECRET CLEARANCE AND MUST HAVE AT LEAST 18 MONTHS REMAINING ON THEIR TOUR OF DUTY TO APPLY TO THIS POSITION.

NOTE 3: THIS POSITION IS BEING ADVERTISED AS A GG08-GG10. POSITION GRADE & SALARY WILL DEPEND ON APPLICANT'S QUALIFICATIONS AND PREVIOUS WORK EXPERIENCE, AS DETERMINED BY WASHINGTON HR REPRESENTATIVE. FURTHER EMPLOYMENT AT THE END OF THIS ASSIGNMENT WILL REQUIRE FURTHER COMPETITION TO A POSTED VACANCY ANNOUNCEMENT. OFFICIAL JOB OFFERS WILL BE MADE BY DOD WASHINGTON HEADQUARTERS HR DEPARTMENT.

NOTE 4: THIS POSITION IS NOT AUTHORIZED FOR TELEWORK, SECURE TELEWORK, JOB SHARING, OR PART TIME WORK.

THIS POSITION HAS BEEN ESTABLISHED AT THE FULL PERFORMANCE LEVEL. THE INCUMBENT MAY BE APPOINTED AT A LOWER GRADED TRAINING LEVEL BASED ON EDUCATION AND EXPERIENCE.

BASIC FUNCTION OF POSITION:

The incumbent functions as the personal Administrative Support Assistant to the Senior Defense Official/Defense Attaché (SDO/DATT), Chief for Attaché Operations/Air Attaché (CAO/AIRA) and the

Operations Coordinator (OPSCO). At the direction of the SDO/DAIT, CAO/AIRA and OPSCO, the incumbent may from time to time provide support to the DAO staff. The incumbent receives all visitors and telephone calls directed to the Attaché, refer only important business and high-ranking visitors to the appropriate Attaché. Maintains the DAO calendars. Maintains the DAO Office Visitor Log. Maintains the DAO Social calendar and manages incoming and outgoing invitations. Receives and reviews all incoming classified and unclassified correspondence that may affect the DAO. Reviews all outgoing office correspondence to affect strong quality control. Edits correspondence, forms, and reports from rough drafts, notes, or oral instructions. Assists in the management in accordance with DX 100- 1. Acts in liaison capacity to DAO and embassy staff to minimize demands on Principals' time. Responds to information seeking requests concerning activity functions and projects. Makes all necessary arrangements for official travel, both foreign and domestic. Coordinates DAO vehicle schedule. Other administrative duties as assigned.

QUALIFICATIONS:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

A. Education:

- Applicant must be a high school graduate.

B. Prior Work Experience:

- Prior clerical/secretarial experience is required.

C. Language Proficiency:

- Fluent spoken and written English required. The incumbent must exercise proper spelling and use of English grammar and punctuation skills.

D. Abilities and Skills:

- Ability to compose, type and prepare a variety of correspondence.
- Ability to type at least 40 words/minute.
- Experience with automated office equipment and software packages.
- MS Office: Word, Access, Excel, Power Point, Outlook and Explorer.
- Adobe Acrobat.
- Experience in dealing with people of varying ranks and grade levels.
- Ability to manage the functions of an office.
- Ability to maintain office files and records.

HOW TO APPLY:

Interested applicants for this position must submit their application and all supporting materials to AmmanEmployment@State.gov or it will not be considered. Please note **"DOD Administrative Support Assistant"** in the subject line of the e-mail.

All application packages must include:

1. Application for U .S. Federal Employment DS- 174 or a current resume or curriculum vitae that provides the same information as the DS-174.
2. Driver's license copy if applying for a position that requires driving a vehicle.
3. EFM*, USEFM*, and AEFM* applicants must clearly indicate their status in the text or subject line of their application.
4. Candidates who claim U .S. Veterans preference must provide a copy of their Form DD-214, letter from the Veteran's Administration, or certification documenting eligibility under the Veterans Opportunity to Work VOW Act with an expected discharge no later than 120 days after the certification with their application. If confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. For more information on Veteran's Preference go to <http://www.opm.gov/veterans/>. List any relatives or members of your household that work for the U.S. Government (include their name, relationship, agency, position and location). Any omission in this area, either intentional or unintentional, is cause for dismissal.

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6. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
7. A cover letter containing: Name/agency of sponsor, post departure date and how/why you feel you qualify for the position.
8. Resumes must include the specific name of the company, and the month/year of employment for all experience, or the experience will not be considered.

SUBMIT APPLICATIONS TO:

Human Resources Office, via email AmmanEmployment@State.gov

CLOSING DATE FOR THIS POSITION: March 9 2016 -or- Open until filled

The U.S. Mission in Amman provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of Defense also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

DEFINITIONS:

1. Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
2. U.S. Citizen Eligible Family Member USEFM: For purposes of receiving a preference in hiring for a qualified position, a USEFM is an individual who meets the following criteria:
 - U.S. Citizen and
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; or Child of the sponsoring employee who is unmarried and at least 18 years old; and
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; or
 - Child of the sponsoring employee who is unmarried and at least 18 years old; and
 - Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad; and resides at the sponsoring employee's post of assignment abroad; or
 - Resides at an Involuntary Separate Maintenance Allowance location authorized under 3 FAM 3232.2; or
 - Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Services or Civil Service.

Other family members or dependents on direct-hire FS, CS, or uniformed service member's travel orders who do not meet all of these criteria are not USEFMs or AEFMs for employment purposes.

3. Appointment Eligible Family Member (AEFM): A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - U.S. Citizen;

- Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
 - Does not receive a USG annuity or pension based on a career in the U.S. Civil, Foreign or uniform services.
4. Member of Household (MOH): as per 3 FAM 4180
Members of Household are those persons who have accompanied or join an employee assigned abroad and who the employee has declared to the Chief of Mission are part of his or her household, who will reside at post with the employee, and who are other than legitimate domestic staff.
5. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
6. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.